

SANDY CITY
APPROVED CLASS SPECIFICATIONS

I. Position Title: Budget and Billing Manager

Revision Date: 02/2012

EEO Category: Professional

Status: Exempt (Exec.)

Control No: 30384

II. Summary Statement of Overall Purpose/Goal of Position:

Under the direction of the Finance and Information Services Director, performs budget, billing, and finance activities, including supervising billing and budget personnel.

III. Essential Duties:

- Supervise and coordinate the daily functions of the billing and budget personnel.
- Review billing charges and adjustments.
- Serve on the Mayor's Budget Committee and participate in budget discussions and decisions.
- Supervise preparation of the annual city budget.
- Utilize quantitative and qualitative methodologies to calculate revenue estimates.
- Conduct studies and perform special projects as assigned by the Finance Director or Budget Staff.
- Collect pertinent information through research, audits, surveys, etc.
- Manage collection and presentation of data for Finance Division scorecards.

IV. Marginal Duties:

- Assist with preparation of the City's comprehensive annual financial report.
- Perform other duties as assigned.

V. Qualifications:

Education: Requires a bachelor's degree in public administration, finance, economics, accounting, business, or related field. A master's degree in public administration, business administration, or accounting is preferred.

Experience: Requires five years' budget preparation experience with Sandy City. May substitute a master's degree in public administration, business administration, accounting or related field for two years of experience.

Certificates/Licenses: A valid Utah Drivers License is required.

Probationary Period: A one-year probationary period is a prerequisite to this position.

Knowledge of: Governmental budgeting and accounting; application of theories/organizational management to a governmental entity; general principles of management and supervision; and computer software including word processing, spreadsheets, and databases.

Responsibility for: Important City records dealing with confidential matters; supervision of billing and budget personnel; and great responsibility for the care, condition, and use of materials, equipment, tools, etc.

Communication Skills: Ability to professionally furnish and obtain information from other departments; regular and frequent outside contact with persons of high rank, requiring tact and judgment; requires well developed sense of strategy and timing; frequent contact with the public regarding utility accounts; and must have excellent written and verbal communication skills.

Tool, Machine, Equipment Operation: Requires regular use of a personal computer (spreadsheet, database, and word processing), printer, copier, and telephone system.

Analytical Ability: Communicate effectively verbally and in writing; prioritize tasks; work well under pressure and impending deadlines; establish effective working relationships with employees and the public; relate well with a variety of persons under varying circumstances; records management skills; apply complex concepts to the solution of problems; and ability to analyze a situation and make sound recommendations and presentations.

VI. Working Conditions:

Physical Demands: While performing duties of job, employee typically handles office equipment, objects or controls. Frequent contact with employees and the public required; moderate stooping and kneeling required. Employee will sit or stand for long periods of time and may occasionally move up to 20 pounds.

Work Environment: Employee will work in a generally comfortable office setting. The noise level in the work environment is usually minimal. Great mental effort is required daily; moderate mental pressure and fatigue exist during a normal workday due to constant exposure to deadlines. Regular attendance and occasional overtime are required.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____